

City of Fort Worth, Texas

Job Description

Classification Title	Landscape Architect		
Job Code:	PR2450	Job Family:	Professional
Pay Grade	611	Date Reviewed:	07/12/15
FLSA Status	Exempt	Date Revised:	11/29/16

GENERAL SUMMARY

Performs professional, technical and supervisory work in planning, designing, engineering, and coordinating the construction of parks and recreation facilities; and provides highly responsive assistance to the Landscape Architect Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Plans, designs, engineers, and coordinates construction of assigned park or recreation facilities; reviews construction to insure compliance with designs.
2. Prepares engineering drawings and technical specifications; provides detailed cost estimates of proposed projects.
3. Participates in the implementation of goals, objectives, policies and priorities; implements resulting policies and procedures.
4. Identifies opportunities for improving methods and procedures of design and construction projects; identifies resource needs; reviews with appropriate management staff; implements improvements.
5. Coordinates and reviews the work plan for construction projects; monitors workflow; reviews and evaluates methods and procedures; meet with employees to identify and resolve problems.
6. Reviews construction plans, documents and specifications for compliance to codes and for technical accuracy.
7. Conducts studies and analyzes demographic and socioeconomic information to identify present and future needs and deficiencies in parks and recreation facilities; meets with community groups to gain input on facility design and assess future needs as well.
8. Provides technical and administrative assistance to other divisions or departments; prepares and presents staff reports and other correspondence as appropriate and necessary.
9. Undertakes and oversees management, design and construction of complex projects.

10. Assists the Landscape Architect Manager in the selection, training, motivation and task monitoring of Landscape Architects and Engineering Technicians.
11. Supervises Engineering Technicians and work with Park Planners using coaching and supervisory techniques to correct deficiencies; implement discipline and rewards and termination procedure.
12. Coordinates the preparation of the Park, Recreation and Open Space Master Plan.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Landscape architecture design principles and practices.
- Planning guidelines for the design of recreational, athletic, and programming facilities.
- Modern and complex principles and practices of preparing and reviewing designs, drawings, specifications, and sketches.
- Various irrigation systems, grading and earthwork, drainage design, and erosion control.
- Practices and principles of surveying.
- Analysis and evaluation of research materials.
- Tools and equipment of architectural design.
- Pertinent Federal, State and local laws, codes and regulations.
- Supervisory procedures and techniques.

- **Skill in:**

- Project management.
- Landscape design.
- Prepare and present materials (concepts, specifications, standards) for consultants in new park development process.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Prepare and review designs, drawings, sketches, architectural rendering, and project proposals.
- Demonstrate technical skills for specific tasks such as surveying, layout dimensioning, and cost estimation.
- Prepare specifications, conduct site analysis, interpret data and assemble complete contract documents.
- Follow a construction plan through bidding to completion phases.
- Utilize appropriate architectural tools and equipment.
- Recommend goals and objectives for providing construction services.
- Interpret and explain City architecture policies and procedures.
- Prepare clear and concise reports.

- Establish and maintain effective working relationships with City employees and general public.
- Facilitate public meetings and provide updates and explanations to the public when requested.
- Communicate project needs to staff and coordinate the facilitation of project deliverables.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Landscape Architecture or a related field and three years of responsible experience in landscape architecture and park and recreation design.

OTHER REQUIREMENTS

Valid Texas driver's license.

Possession of, or ability to obtain registration as a licensed Landscape Architect in the State of Texas is required within six months of employment.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects.